

FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee City-wide financial activities and operations within the Finance and Risk Management Department including budget preparation and supervision of accounting procedures; to provide advice on the City's investment portfolio; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including budget preparation and supervision of accounting procedures; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Finance and Risk Management Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Analyze revenue-generating and cost-reducing proposals for capital and operating programs; prepare revenue projections and provide revenue management.
7. Administer risk management programs including safety, liability and worker's compensation.
8. Monitor legislative developments related to finance and accounting matters; evaluate impact on City operations; perform long range financial planning and forecasting functions.
9. Direct the collection of assessed taxes, fees and charges from City business, property owners and residents.
10. Oversee and coordinate the annual audit process; ensure the timely delivery of financial documents and information; ensure compliance with general accounting and auditing standards.

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Essential Functions:

11. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the preparation, development and administration of the City-wide budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Finance and Risk Management Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.
17. Serve as the Treasurer/Finance Director of the Redevelopment Agency and the Belmont Fire Protection District; serve as a secretary to the Finance Commission.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive financial management and accounting program.
Principles and practices of general, fund and governmental accounting and auditing.
Principles and practices of program development and administration.
Principles and theories of risk management.
Methods and techniques of revenue analysis and interpretation.
Methods and techniques of financial planning and forecasting.
Principles and practices of municipal budget preparation and administration.
Principles and procedures of financial record keeping and reporting.
Principles and techniques of managing investments.
Principles of supervision, training and performance evaluation.
Generally accepted accounting principles.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive financial management program.
Develop and administer departmental goals, objectives and procedures.

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Ability to:

Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Evaluate financial data and recommend improvements.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible financial management or governmental accounting experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.